



TENTATIVE MAP APPLICATION CHECKLIST FOR ADMINISTRATIVE TIME EXTENSIONS, REVISED MAPS, EXPIRED MAPS AND RESOLUTION AMENDMENTS

TIME EXTENSION _____

- ☐ Applicant's letter requesting Time Extension.
- ☐ Discretionary Permit Application Form (DPLU #346).
- ☐ Ownership Disclosure Statement (DPLU #305).
- ☐ New Project Service Availability Letters (fire, school, sewer, water) (DPLU #399F, Sc, S, W), if service letters are older than one year. Not applicable for condominium conversion.
- ☐ New Health Department certification if on septic and/or wells.
- ☐ Environmental Review:
 - ☐ Request to review prior environmental documents (DPLU #366) AND
 - ☐ Four copies of an Application for Environmental Study (DPLU #367) with photos and USGS Map OR
 - ☐ Two copies of a letter requesting review of the previous EIR for the project.
 - ☐ Five copies of the Biological Resource Map.
- ☐ Public Notice Package:
 - ☐ Current Assessor's maps covering the site and within 300 feet with a minimum of 20 different property owners.
 - ☐ Typed list of all affected property owners by Assessor's Parcel Number with name and address.
 - ☐ One set of gummed labels on 8-1/2" X 11" sheet with names and addresses of affected property owners.
 - ☐ One set of stamped (**no postage meter allowed**), business size enveloped with names and addresses of affected property owners.
 - ☐ Notice of Proposed Subdivision Activity with vicinity map (DPLU #486).
 - ☐ Public Notice Certification (DPLU #514).
 - ☐ Supplemental Public Notice Certification (DPLU #299).
- ☐ Acknowledgement of filing Fees and Deposits (DPLU #126).
- ☐ Two copies of a Stormwater Management Plan.
- ☐ Applicable fees.

REVISED MAP OR EXPIRED MAP _____

- ☐ Applicant's letter requesting revision and describing changes, if any.
- ☐ Discretionary Permit Application Form (DPLU #346).

REVISED MAP OR EXPIRED MAP (continued)

- ☐ Ownership Disclosure Statement (DPLU #305).
- ☐ Evidence of Legal Parcel (DPLU #320).
- ☐ New Project Service Availability Letters (fire, school, sewer, water) (DPLU #399F, Sc, S, W), if service letters are older than one year. Not applicable for condominium conversion.
- ☐ New Health Department certification if on septic and/or wells.
- ☐ Environmental Review:
 - ☐ Request to review prior environmental documents (DPLU #366) AND
 - ☐ Four copies of an Application for Environmental Study (DPLU #367) with photos and USGS Map OR
 - ☐ Two copies of a letter requesting review of the previous EIR for the project.
 - ☐ Five copies of the Biological Resource Map.
- ☐ Public Notice Package:
 - ☐ Current Assessor's maps covering the site and within 300 feet with a minimum of 20 different property owners.
 - ☐ Typed list of all affected property owners by Assessor's Parcel Number with name and address.
 - ☐ One set of gummed labels on 8-1/2" X 11" sheet with names and addresses of affected property owners.
 - ☐ One set of stamped (**no postage meter allowed**), business size enveloped with names and addresses of affected property owners.
 - ☐ Notice of Proposed Subdivision Activity with vicinity map (DPLU #486).
 - ☐ Public Notice Certification (DPLU #514).
 - ☐ Supplemental Public Notice Certification (DPLU #299).
- ☐ Copies of the map:
 - ☐ 30 legible prints folded to 8-1/2" X 11" with lower right hand corner exposed.
- ☐ Acknowledgement of filing Fees and Deposits (DPLU #126).
- ☐ Two copies of a Stormwater Management Plan.
- ☐ Applicable fees.

RESOLUTION AMENDMENTS

- ☐ Applicant's letter requesting amendment(s) and describing changes, if any.
- ☐ Discretionary Permit Application Form (DPLU #346)
- ☐ New Project Service Availability Letters (fire, school, sewer, water) (DPLU #399F, Sc, S, W), if service letters are older than one year. Not applicable for condominium conversion.

RESOLUTION AMENDMENTS (continued)

- ☐ Environmental Review:
 - ☐ Request to review prior environmental documents (DPLU #366) AND
 - ☐ Four copies of an Application for Environmental Study (DPLU #367) with photos and USGS Map OR
 - ☐ Two copies of a letter requesting review of the previous EIR for the project.
 - ☐ Five copies of the Biological Resource Map.
- ☐ Public Notice Package:
 - ☐ Current Assessor's maps covering the site and within 300 feet with a minimum of 20 different property owners.
 - ☐ Typed list of all affected property owners by Assessor's Parcel Number with name and address.
 - ☐ One set of gummed labels on 8-1/2" X 11" sheet with names and addresses of affected property owners.
 - ☐ One set of stamped (**no postage meter allowed**), business size enveloped with names and addresses of affected property owners.
 - ☐ Notice of Proposed Subdivision Activity with vicinity map (DPLU #486).
 - ☐ Public Notice Certification (DPLU #514).
 - ☐ Supplemental Public Notice Certification (DPLU #299).
- ☐ Acknowledgement of filing Fees and Deposits (DPLU #126).
- ☐ Two copies of a Stormwater Management Plan.
- ☐ Applicable fees.

REPLACEMENT MAP

- ☐ Applicant's letter requesting and explaining replacement.
- ☐ Discretionary Permit Application Form (DPLU #346)
- ☐ New Project Service Availability Letters (fire, school, sewer, water) (DPLU #399F, Sc, S, W), if service letters are older than one year.
- ☐ New Health Department Certification may be required if substantial change is made to original Tentative Map.
 - ☐ Copies of the map:
 - ☐ - 30 legible prints folded 8 1/2 X 11", with lower right hand corner exposed.
- ☐ Two copies of a Stormwater Management Plan.
- ☐ Applicable fees.